

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2503

Page 1 of 1

Agency: Maryland Department of the Environment (MDE)
Division/Unit: Waste Management Administration, Hazardous Waste Program

Item No.	Description Note: This schedule supersedes schedule No. 2189	Retention
1.	<u>General Office Files</u> These files include employee timesheets, tracking forms (invoice), requests for forms, and general office correspondence.	Timesheets: 3 years, then destroy. Invoices for penalties: retain for 15 years, then destroy
2.	<u>Hazardous Waste Manifests</u> These files are legal documents required to accompany all hazardous waste shipments generated in the State or being accepted by a facility in the State.	3 years in office, 5 years State Record Center, then destroy
3.	<u>CHS Hauler Certification Files</u> These files contain hauler and vehicle information for each calendar/permitting year.	Retain for 3 years after a company ceases operation, then destroy
4.	<u>CHS Driver Certification Files</u> These files are applications, affidavits, motor vehicle driving records, and training certificates for applicants who are approved to drive CHS vehicles.	Retain for life of driver, then destroy
5.	<u>Special Medical Waste Manifests</u> These files are legal documents required to accompany all SMW shipments generated in the State or being accepted by a facility in the State.	1 Year in office, then destroy [Note: no longer require SMW manifests]
6.	<u>CHS Facility Permit Applications/Permits</u> These files include information submitted for the recipients to receive a CHS permit/permit modification and/or closure permit.	Retain permanently, transfer periodically to the State Archives.
7.	<u>Annual/Biennial Hazardous Waste Reports</u> These reports contain information concerning the type and quantity of waste generated and identifies who transported and what facility accepted the waste for treatment, storage and/or disposal.	Retain permanently, transfer periodically to the State Archives
8.	<u>Enforcement Files</u> These files include complaints and physical inspection or record review of hazardous activity at a given facility.	Retain permanently, transfer periodically to the State Archives
9.	<u>Federal Facilities Division Files</u> Technical and historical files of Federal facilities cleanup	Retain permanently, transfer periodically to the State Archives

Schedule Approved by Department, Agency, or Division Representative.

Date July 23, 2008

Signature Harold L. Dye, Jr.

Typed Name Harold L. Dye, Jr.

Title Administrator

Schedule Authorized by State Archivist

Date 2 Jun 09

Signature Edward C. [Signature]